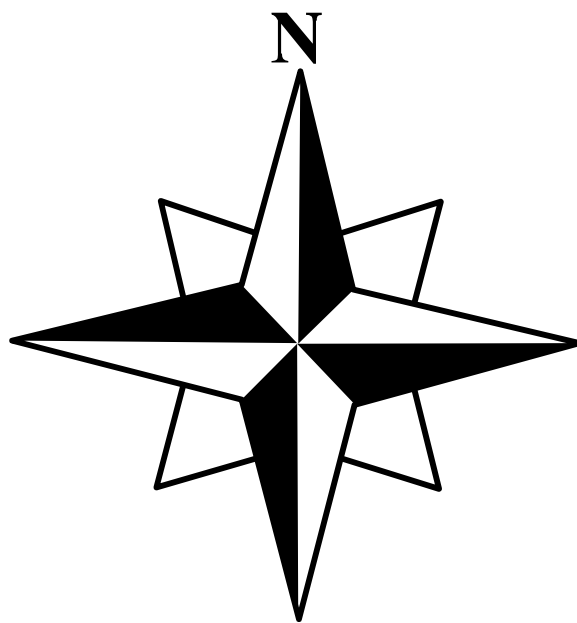


# **GENERAL INFORMATION FOR MERCHANT MARINER'S DOCUMENTS, LICENSES, AND STCW CERTIFICATES**



*Attached are all the forms and information you will need to apply for a Merchant Mariner License and Merchant Mariner Document (MMD).*

*This information package has been designed to assist you in the process of applying for merchant mariner credentials and may not answer all of your questions. More comprehensive information may be obtained by visiting <http://www.uscg.mil/STCW/l-home.htm> or contacting your local REC.*

***INSERT LOCAL REC INFO SHEET HERE***

***Enclose with packet:***

- ☐ Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document (CG-719B)
- ☐ Merchant Mariner Physical Examination Report (CG-719K)
- ☐ Merchant Marine Certification for Entry Level Ratings (CG-719K/E)
- ☐ DOT/USCG Periodic Drug Testing Form (CG-719P)
- ☐ Sea Service Form (CG-719S)
- ☐ Camera Set-Up Form
- ☐ Authorization for Credit Card Transactions

## INTRODUCTION

This general information package has been designed to assist you in the process of applying for merchant mariner credentials and may not answer all of your questions. More comprehensive information may be obtained by visiting <http://www.uscg.mil/STCW/l-home.htm> or by contacting your local REC.

The process of obtaining a merchant mariner credential begins with completing an application form. Please read and fill out the form carefully. If you miss a section the form will be returned to you by the REC and delay your application process. Please use your full, legal name when completing the form, and fully disclose all information requested in Section III of the form.

You may submit your application by mail or hand deliver it to your REC. If you choose to submit your package in person, the REC can confirm that all required documentation has been included and verify and return any original certificates to you. You will be required to visit the REC at some point in the licensing process. Once an application has been evaluated you will be notified of approval, any discrepancies, or of examinations required. Contact your local REC to discuss their hours and procedures.

Checks, money orders, credit cards, and cash are accepted methods of payment for user fees. However, you are strongly encouraged to avoid cash payments. It is safer to carry credit cards, checks, and money orders and it is faster for REC staffs to process. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document.

***Please note:*** *If you are a non-U.S. citizen you are advised to contact your local REC to discuss additional requirements.*

## INFORMATION ON THE INTERNET

USCG National Licensing Website:	<a href="http://www.uscg.mil/STCW/l-home.htm">www.uscg.mil/STCW/l-home.htm</a>
Code of Federal Regulations:	<a href="http://www.access.gpo.gov/nara/cfr/index.html">www.access.gpo.gov/nara/cfr/index.html</a>
USCG Marine Safety:	<a href="http://www.uscg.mil/hq/g-m/">www.uscg.mil/hq/g-m/</a>
USCG National Maritime Center:	<a href="http://www.uscg.mil/NMC">www.uscg.mil/NMC</a>
National Driver Register (NDR):	<a href="http://www.nhtsa.dot.gov/people/perform/driver/">www.nhtsa.dot.gov/people/perform/driver/</a>
Vital Records Information (US):	<a href="http://www.vitalrec.com/">www.vitalrec.com/</a>
Social Security Administration:	<a href="http://www.ssa.gov/">www.ssa.gov/</a>

## USEFUL INFORMATION

- ☐ **Submission of Application:** The backlog of applications submitted to each REC varies from week to week. As such, the processing time for completion of your application also varies. To ensure uninterrupted employment, please be proactive and send your package in to the REC 8-10 weeks prior to expiration or employment dates. Applicants with past criminal convictions or those with medical conditions that may require further Coast Guard review are advised to submit their package 14-18 weeks early. You will be required to physically visit the REC at least once.
- ☐ **Fingerprint Card:** When applying for any credentials you must be fingerprinted. Your fingerprints will be submitted for processing to verify the information you provided with your application. Fingerprinting can only be accomplished at an REC.
- ☐ **Proof of Identity:** To obtain a Merchant Mariner Document, two current forms of identification are required. One of these forms of identification must contain a photo of the applicant. The OCMI may require other identification to verify the identity of an applicant as deemed necessary. The acceptable photo and non-photo identifications are listed in this packet.
- ☐ **Proof of Citizenship and Any legal name change:** To obtain a Merchant Mariner's Document (MMD), you must be a U.S. citizen or an alien "lawfully admitted to the U.S. for permanent residence." To obtain a license, you must be a U.S. citizen except non-citizens may apply for an Operator of Uninspected Passenger Vessels (OUPV) license limited to undocumented vessels less than 5 net tons. All **original** license and document transactions must provide acceptable proof of nationality (i.e., original passport, birth certificate, or baptismal certificate). All subsequent applications by non-U.S. citizens (i.e., renewal, upgrade, duplicate) must provide proof of nationality and immigration status. All **original** license and document transactions must provide an original social security card.
- ☐ **Verification of Sea Service:** Several options are available for the mariner to verify sea service. Original Certificates of Discharge, letter(s) from the employer(s) on company letterhead, and Sea Service Forms are acceptable forms of verification. The Small Vessel Sea Service Form will only be accepted for Operators of Uninspected Passenger Vessels or Masters less than 200 gross registered tons. If the operator/master is not the owner, the vessel's owner must sign the form and the owner's signature must be notarized.
- ☐ **Physical Fitness:** To obtain a license or an MMD endorsed for a rating (such as Able Seaman, Qualified Member of the Engine Department (QMED), Tankerman, etc.), you must submit a report of a physical examination. If you are applying for an MMD (or Z-card) as an Ordinary Seaman, Wiper, and Steward's Department, a full physical is not required and may be reported on the Merchant Marine Certification for Entry Level Ratings (CG-719K/E) (*completed within the past 12 months*).
- ☐ **First Aid/CPR:** All applicants for an **original** deck or engineer license must provide proof of having completed a U.S. Coast Guard-approved first aid and CPR course. The certificates must be valid at the time of application.
- ☐ **Fire Fighting:** Mariners applying for the **original** licenses listed below must provide proof of having completed a U.S. Coast Guard-approved fire fighting course within five years from the application date:
  - ☐ Masters licensed for 200 gross registered tons (GRT) or less on ocean service
  - ☐ Master and mate licenses over 200 GRT
  - ☐ All engineering officer licenses
  - ☐ All Master of Towing Vessels (old OUTV) licenses on ocean domestic trade
  - ☐ All Mobile Offshore Drilling Unit (MODU) licenses
- ☐ **Radar Certificate:** Each mariner, whether applying for an original license or renewing a deck license which authorizes service on radar equipped vessels of 300 GRT or more or 26 feet or more in length, must present a valid radar observer certificate from a U.S. Coast Guard-approved course. The certificates are valid for five years. If you do not have a valid radar observer certificate, please review and sign the radar observer form.

- ☐ **STCW:** With very few exceptions, STCW only applies to mariners employed on vessels greater than 200 gross registered tons (domestic tonnage), or 500 gross tons (ITC tonnage), operating seaward of the boundary lines specified in Code of Federal Regulations, Title 46, Part 7. For additional information on policy guidance in STCW implementation, visit the website at: <http://www.uscg.mil/STCW/s-home.htm>, or contact your REC.

**Acceptable documents for identification/citizenship**

	DOCUMENT	Identification	Nationality	Citizenship	Description / Comment
<b>PHOTO</b>	U.S. Driver's License or ID card issued by state or outlying U.S. Possession	X			Must contain a photograph and information such as name, date of birth, gender, address
	U.S. Passport	X		X	
	Foreign Passport	X	X		
	Merchant Mariner's Document	X		X	Only MMDs issued after February 03, 2003
	ID Badge for Federal Employee (i.e., DHS, DOT, DOD, FBI, etc.)	X			Must contain a photograph and identifying information
	ID Card issued by Federal, State, or local government (including Port Authorities)	X			Must contain a photograph and identifying information
	U.S. Military Identification Card (current and unexpired only)	X			U.S. Military Only
	Law Enforcement Credential	X			Must contain a photograph and identifying information
<b>NON-PHOTO</b>	Birth Certificate or Birth Registration, issued by state, county, municipality or outlying possession of the U.S.	X	X	X	Certified copy acceptable
	Certificate of U.S. Citizenship			X	INS Form N-560 or N-570
	Certificate of Naturalization			X	INS Form N-550 or N-570
	Baptismal Certificate			X	Must be recorded within 1 year of birth. Certified copy acceptable.
	Parish Record			X	Must be recorded within 1 year of birth. Certified copy acceptable.
	Statement of practicing physician certifying attendance at the birth and who possesses a record showing the date and location at which it occurred.			X	Certified copy acceptable
	Delayed certificate of birth issued under a state seal in the absence of any collateral facts indicating fraud in its procurement.			X	Certified copy acceptable
	Native American Tribal Document	X		X	
	Certificate issued by the consular representative of the country of citizenship		X		
	Declaration of intent to become a citizen of the United States.		X		Made by alien after 1929 and issued by a naturalization court.

Two forms of identification are now required to process Merchant Mariner Documents (all MMDs). Above is a list of acceptable identifications for proof of identity and citizenship. At least one of the documents provided must be from the upper portion 'Photo Id' Section. The application may be mailed in with copies of the above documents, however, you must come to an REC to be fingerprinted (fingerprints from other agencies will no longer be accepted). Original MMDs are additionally required to show to their original Social Security Card prior to issuance. ('Certified Copy' is not notarized, it is 'Certified' by the originating agency).

## APPLICATION CHECKLIST

### ALL LICENSE/DOCUMENT, STCW-95, AND TANKERMAN APPLICATIONS

- ☐ Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document (CG-719B)
- ☐ Camera Set-Up Form (*if applying for a document*)
- ☐ Two recent passport-style photographs (*if applying for a document or STCW-95 Certificate*)
- ☐ Merchant Mariner Physical Examination Report (CG-719K) or Merchant Marine Certification for Entry Level Ratings (CG-719K/E) (*completed within the past 12 months*)
- ☐ Proof of Sea Service (i.e., original Certificates of Discharge, letter from the employer on company letterhead, or Small Vessel Sea Service Form (CG-719S))
- ☐ Report of Chemical Drug Test (*completed within the past six months*)
- ☐ Appropriate payment (*see User Fees*)
- ☐ Radar Certificate/Acknowledgement of Radar Requirements Form (*deck officers over 200 gross tons and Master of Towing Vessels (OUTV)*)

### ADDITIONAL INFORMATION REQUIRED FOR

#### ORIGINAL LICENSE/DOCUMENT APPLICATIONS

- ☐ Proof of citizenship
- ☐ Proof of nationality and immigration status (non-U.S. citizens)
- ☐ Original Social Security Card
- ☐ Three character references (*Licenses*)
- ☐ Fingerprint Card (FD-258)
- ☐ First Aid/CPR Certificates (*not required for entry level MMD*)
- ☐ Fire Fighting Certificate (*deck officers over 200 gross tons and licensed engineers*)

#### RENEWAL OF LICENSE/DOCUMENT APPLICATIONS

- ☐ Front and back copy of current license/document
- ☐ Renewal for Continuity Form (*renewing for continuity only*)

#### STCW-95 APPLICATIONS

- ☐ Basic Safety Training Certificates (i.e., Personal Survival Techniques, Fire Fighting/Fire Prevention, First Aid, Social Responsibilities)
- ☐ Bridge Resource Management (*deck officers*)
- ☐ ARPA/GMDSS Certificates (*deck officers on ARPA/GMDSS equipped vessels*)
- ☐ FCC License for GMDSS (*deck officers*)
- ☐ Proof of proficiency in the use of survival craft – Lifeboatman (*all licensed mates, masters, and engineers*)

#### TANKERMAN APPLICATIONS

- ☐ Fire Fighting Certificate
- ☐ Dangerous Liquids (DL)/Liquefied Gas Certificate (LG) Proof of Transfers/Service

## **INTERNATIONAL CONVENTION ON STANDARDS OF TRAINING, CERTIFICATION AND WATCHKEEPING OF SEAFARERS (STCW)**

STCW applies only to mariners employed on vessels operating seaward of the boundary line specified in Code of Federal Regulations, Title 46, Part 7. Mariners on vessels that do not proceed seaward of the boundary are not required to have an STCW certificate.

### **Under STCW-95, the following personnel are eligible for international validation:**

- ☐ Masters and mates licensed for service on vessels 500 or more gross tons and masters regardless of any tonnage limitation with a letter from their employer stating that they engage in international voyages
- ☐ Engineer officers licensed for service on vessels of 1000 horsepower or more
- ☐ Able seaman on vessels of 500 or more gross tons
- ☐ Tankerman Person In Charge (PIC), Engineer and Assistant (DL and/or LG)
- ☐ Lifeboatman
- ☐ Any rating forming part of a watch in a manned engine room or designated to perform duties in a periodically unmanned engine room of a vessel of more than 1000 horsepower
- ☐ Every person qualified to perform radio duties or serve as an at-sea maintainer on a ship required to participate in the Global Maritime Distress and Safety System (GMDSS)

### **Training required to receive your STCW-95 Certificate:**

- ☐ Personal Survival Techniques (*all*)
- ☐ Fire Prevention and Fire Fighting (*all Elementary First Aid*) (*all*)
- ☐ Personal Safety and Social Responsibilities (*all*)
- ☐ Bridge Resource Management (*deck officers employed on vessels of 500 gross tons or more*)
- ☐ GMDSS (*deck officers/radio officers employed on vessels equipped with this system*)
- ☐ ARPA (*deck officers employed on vessels equipped with this system*)
- ☐ Lifeboatman (*all masters/mates above 200 gross tons, engineers and able seamen*)
- ☐ Advanced Fire Fighting (*all mates and masters above 200 gross tons and all engineers*)

## GENERAL TANKERMAN REQUIREMENTS

Licensed officers (deck and engineer) may act as Tankerman under the authority of their license provided that they have not renewed their license after March 31, 1997. If you have renewed your license after March 31, 1997 and wish to perform the duties of Tankerman, you are required to meet the current regulations as stated in Code of Federal Regulations, Title 46, Part 13. A general list of requirements for Tankerman endorsements follows.

- ☐ Applicants must be at least 18 years old
- ☐ Evidence documenting recency of service (25% of sea service and at least two of the required transfers within the past five years from application date)
- ☐ Proof of service may be in the form of an original letter on company letterhead stating number of transfers, dates performed, and signed by a company representative
- ☐ Basic Fire Fighting Certificate completed within five years of the application date

### TANKERMAN PERSON IN CHARGE (PIC)

- ☐ **Service:** 90 days licensed service or 90 days unlicensed service on tank vessels (TVs); five loadings, five discharges, two commencements of loading, two completions of loading, two commencements of discharge, and two completions of discharge
- ☐ Dangerous Liquid (DL) and/or Liquefied Gas (LG) course certificate completed within five years of the application date

### TANKERMAN PIC (BARGE)

- ☐ **Service:** 60 days service on TVs or 180 days on tank barges; five loadings, five discharges, two commencements of loading, two completions of loading, two commencements of discharge, and two completions of discharge
- ☐ DL and/or LG course certificate completed within five years of the application date

### TANKERMAN ASSISTANT

- ☐ **Service:** 90 days service on TVs **or** a DL and/or LG course certificate completed within five years of the application date

### TANKERMAN ENGINEER

- ☐ **Service:** 90 days licensed engineer service on TVs or 90 days unlicensed engineer service on TVs
- ☐ DL and/or LG course certificate completed within five years of the application date



## **CRIMINAL CONVICTIONS, DRUG USE, DWIs, ETC.**

### **CRIMINAL CONVICTIONS (OTHER THAN MINOR TRAFFIC VIOLATIONS)**

- ☐ A written statement listing **each** conviction. Your statement should include the crime, name and location of the court, date of conviction, sentence received (e.g., 3 years in prison, \$1500 fine), date released from jail (if applicable), and a narrative relating what occurred the day of the crime.
- ☐ If this information has not been disclosed on a prior application, include a copy of the court documents for any conviction that is less than five years old.

### **USE OF DANGEROUS DRUGS (INCLUDING MARIJUANA)**

- ☐ A written statement listing the name of each dangerous drug you have used (even one time); how often you used it (i.e., regular smoker, once a week for a year, only three times in your life, etc.); and the approximate date of your last use.
- ☐ If this information has not been disclosed on a prior application, include documentation concerning any type of substance abuse rehabilitation/education program that you've attended (if applicable).

### **SEPARATION FROM THE ARMED FORCES WITH A GENERAL (OTHER THAN HONORABLE), BAD CONDUCT, OR DISHONORABLE DISCHARGE**

- ☐ A written statement outlining why you were separated from the Armed Forces.
- ☐ If this information has not been disclosed on a prior application, also include a copy of your discharge document (DD-214). This should be the long version that shows the narrative reason for separation and the reenlistment code at the bottom.

### **COAST GUARD LETTERS OF WARNING OR CIVIL PENALTY ASSESSMENTS, SUSPENSION, REVOCATION, OR VOLUNTARY SURRENDER OF COAST GUARD CREDENTIALS**

- ☐ A written statement outlining when and where each event occurred and a brief account of what happened.
- ☐ If this information has not been disclosed on a prior application, also include a copy of any Coast Guard paperwork you have in connection with each event.

### **SUSPENSION OR REVOCATION OF YOUR DRIVER'S LICENSE FOR REFUSAL TO SUBMIT TO AN ALCOHOL OR DRUG TEST**

- ☐ A written statement outlining when and where each event occurred and a brief account of what happened.
- ☐ A copy of your valid driver's license or a letter from the state Department of Motor Vehicles that lists the status of your eligibility to possess a driver's license.

### **TRAFFIC CONVICTIONS FROM FATAL ACCIDENTS, RECKLESS DRIVING, RACING ON THE HIGHWAY, OR OPERATING A MOTOR VEHICLE WHILE UNDER THE INFLUENCE OF, OR IMPAIRED BY, ALCOHOL OR A CONTROLLED SUBSTANCE**

- ☐ A written statement outlining when and where each event occurred and a brief account of what happened.
- ☐ If this information has not been disclosed on a prior application, also include:
  - A copy of your valid driver's license or a letter from the state Department of Motor Vehicles that lists the status of your eligibility to possess a driver's license.
  - A copy of the court documents for any conviction that is less than five years old.

## TOP REASONS COAST GUARD LICENSING & MMD APPLICATIONS ARE DELAYED/DENIED

1. **Applications.** If the application is not completed, it will be returned for correction. Three signatures are mandatory: Section III (*"Have you ever...?"* questions), Section V (*consent of National Driver Registry check*), and Section VI (*application certification*). When the *"Applying for:"* block is left blank or is incomplete, the REC is left to guess what you want.
2. **Drug Screen.** A drug screen is often rejected because it does not contain the Medical Review Officer's (MRO) signature, it is a photocopy, or a company compliance letter is not written to meet the requirements of the Code of Federal Regulations, Title 46, Part 16, Section 220.
3. **Photographs.** Merchant Mariner's Documents (MMDs) and STCW certificates cannot be printed without a photograph. Two passport size photos are needed when applying for an MMD or STCW.
4. **Physical Exam.** If the Merchant Marine Personnel Physical Examination/Certification Report is not complete, it will be returned for correction. Particular attention is paid to the *"competent"*, *"not competent"*, and *"needs further review"* boxes, which are frequently blank. Often the type of color vision exam given in Section IV is not indicated or mariners who wear glasses and/or contacts submit exams without their uncorrected vision listed in Section III.
5. **Original Certificates.** Photocopies of essential documents, even if notarized, are not accepted. Certified copies from the issuing authority are authorized. Only original signatures, those documents signed by the issuing authority (e.g., course completion certificates) or official custodian (e.g., birth certificates) are acceptable. Original certificates will be returned when the evaluation is completed and the REC mails the newly issued credentials to the applicant.
6. **User Fees.** No or incorrect fees are included with the application. Licensing user fees changed as of October 4, 1999. Current fees are published in the most recent Code of Federal Regulations, Title 46, Part 10, Section 109 and on the web at: <http://www.uscg.mil/STCW/l-userfees.htm>.
7. **Current or Past License, Document, and/or STCW.** A mariner who is holding, or has held, a license, MMD, and/or STCW certificate who does not indicate it in the history (Section II of the application) or does not include a copy of their credentials (front and back) with the application package. This especially applies for renewals and mariners with past transactions at other RECs.
8. **Sea Service.** Missing or conflicting information on the sea service letter (e.g., not including tonnage or horsepower, the position listed does not agree with other documents in the application package, or conflicting waters). Service should be documented with discharges, letters from marine employers, or small boat sea service forms. If a small boat service form is used, it must be certified and signed by the owner or proof of individual ownership is required.
9. **Disclosure.** If an applicant marks *"Yes"* in any block of Section III, a written statement is required. Note that all questions beginning with *"Have you ever..."* include all past convictions, even ones that may have already been disclosed. Simply stating *"on file"* will not suffice, statements should include the what, when, where, and penalties assessed for each incident, if it has already been disclosed to the REC, and whether there have been any new incidents. The applicant must sign and date the statement. *Your are strongly advised to be truthful, upfront, and complete when listing all convictions. Failure to do so may result in legal action, including denial of the application.*
10. **Medical Condition.** Additional medical information is required whenever a medical condition is identified on the Merchant Marine Personnel Physical Examination Report.

## REQUIRED MEDICAL INFORMATION

A medical waiver from the Officer In Charge, Marine Inspection (OCMI) is required whenever a Merchant Mariner Physical Examination Report (CG-719K) reveals a medical condition that may affect your ability to perform the duties of the license or MMD applied for. Please provide a signed medical history statement from your doctor under his letterhead that includes the information below.

### STANDARD INFORMATION REQUIRED

1. The date on which the diagnosis was made.
2. A complete list of medications (current and past), including dosage and possible side effects.
3. Any limitations in the performance of your professional duties.
4. A prognosis of the potential deterioration or correction of your condition.

**Medical conditions include:** heart problems, high blood pressure, diabetes, severe speech impediment, thyroid dysfunction, epilepsy, seizures, paralysis, blood disorder, severe digestive disorder, chronic renal failure, communicable disease, asthma, lung disease, psychiatric disorder, depression, attempted suicide, loss of memory, dizziness, fainting, periods of unconsciousness, sleepwalking, recent or repetitive surgery, impaired range of motion, and impaired balance or coordination.

### AMPLIFYING INFORMATION (REQUIRED FOR SPECIFIC CONDITIONS)

<b>Amputation</b>	An explanation of what caused the amputation is required (e.g., accident, illness). If an illness is the cause, the standard information listed above is required regarding the specific illness.
<b>Vision Problem</b>	Results of a recent (within one year) vision exam is required that includes both uncorrected and corrected vision, field of vision, and color vision.
<b>Hearing Problem</b>	A recent (within one year) hearing test is required that includes unaided hearing threshold, aided threshold, and speech discrimination at 55db in each ear.
<b>Use of Prescription Medication</b>	The standard information listed above is required for the <b>condition</b> that requires the prescription medication.
<b>Asthma</b>	A recent (within 30 days) pulmonary function test is required.
<b>Diabetes</b>	The results of a recent (within 30 days) HgbA1c (diabetic) test. A prognosis regarding possible affects the diabetes may have on your vision.
<b>High Blood Pressure</b>	A recent (within 30 days) blood pressure reading. If prescribed medications require close monitoring in any form, the results of a treadmill exercise stress test taken within one year, including an interpretation of the result by either a doctor or cardiologist is required. If your condition does not require close monitoring of any form, <b>you must provide a statement</b> from your doctor or cardiologist explaining “a treadmill exercise stress test is not necessary since your condition is (1) well controlled <b>and</b> (2) does not require close monitoring.”
<b>Heart Disease Vascular Disease Heart Surgery</b>	A recent (within 30 days) blood pressure reading. The results of a treadmill exercise stress test taken within one year, including an interpretation of the result by either a doctor or cardiologist, is required.

## INSTRUCTIONS FOR COMPLETING ENCLOSED FORMS

*Read all forms carefully. Print legibly or type all information on the forms with the exception of your signature. Enter all information in full; do not use abbreviations. If a block or section does not apply to you, enter "N/A".*

- ☐ **Application for License as an Officer, Staff Officer, or Operator and for Merchant Mariner's Document (CG-719B):** This is required for ALL license, document, and STCW transactions. The oath sections for **original** licenses and documents should be signed and witnessed by a U.S. Coast Guard Official. This will help speed the issuance process. Refusal to sign page 2, National Driver Registry (NDR) authorization, could preclude you from receiving a license/document. The signature for the Mariner's Tracking System is purely voluntary. Please ensure that you have signed Sections III and VI. *See **Criminal Convictions, Drug Use, DWIs, etc.** for additional information concerning criminal convictions, drug use, military service, previous Coast Guard actions against you, DWI/DUI, or traffic convictions.*
- ☐ **Camera Set-Up Form:** This form is required for ALL MMD applications (i.e., original, renewal, and endorsement). Include a recent (within one year) passport-sized photo and sign your name in the center of the signature box using a medium to wide point black ink pen.
- ☐ **Physical Forms:**
  - **Merchant Mariner Physical Examination Report (CG-719K):** This is required for all originals, renewals, and raise-in-grades of licenses and documents except entry level documents. Ensure the physician provides his or her license number, address, and telephone number. The type of color vision test must be indicated on the form. The physical must be dated within one year of the application date.
  - **Merchant Marine Certification for Entry Level Ratings (CG-719K/E):** This is required only for persons applying for an entry level document (i.e., Ordinary Seaman, Wiper, or Steward's Department). This form cannot be used if applying for an STCW-95 Certificate. Ensure that the physician provides his or her license number, address, and telephone number.
- ☐ **DOT/USCG Periodic Drug Testing Form (CG-719P):** The use of this form is not required however, you must prove that you are drug free. The back of the form lists the methods available to you to satisfy the drug testing requirements.
- ☐ **Sea Service Forms:**
  - **Sample Sea Service Letter:** A template is provided for companies to document a mariner's sea service.
  - **Self-certification Form:** This form is typically used for original and renewed licenses for masters and mates on vessels up to 1600 GRT.
- ☐ **Acknowledgement of Radar Requirements:** The acknowledgement is required for all licensed deck officers.
- ☐ **Renewal for Continuity Form:** This form is required only if you wish to renew your license/document and you do not meet the renewal requirements of the Code of Federal Regulations, Title 46, Part 10, Section 209. When you renew for continuity, you are **not** allowed to sail under the authority of your license/document.

## USER FEES

### ORIGINAL LICENSES

	Evaluation Fee	Issuance Fee	Examination Fee	Total
Upper Level	\$100	\$45	\$110	\$255
Lower Level	\$100	\$45	\$95	\$240
Radio Officer	\$50	\$45	N/A	\$95
Endorsement	N/A	\$45	N/A	\$45
Raise of Grade	\$100	\$45	\$45	\$190

### ORIGINAL MERCHANT MARINER'S DOCUMENTS (MMDs)

	Evaluation Fee	Issuance Fee	Examination Fee	Total
With Qualified Rating (AB, LB, QMED)	\$95	\$45	\$140	\$280
Without Qualified Rating (OS, WPR, SD-FH)	\$95	\$45	N/A	\$140
Endorsement for Qualified Rating/ Raise of Grade	\$95	\$45	\$140	\$280

### RENEWALS

	Evaluation Fee	Issuance Fee	Examination Fee	Total
License Only	\$50	\$45	N/A	\$95
Document Only	\$50	\$45	N/A	\$95
License and Document	\$50	\$90	N/A	\$140
Open Book Renewal Test	N/A	N/A	\$45	\$45
Continuity Renewal	N/A	\$45	N/A	\$45

### OTHER FEES

	Evaluation Fee	Issuance Fee	Examination Fee	Total
Duplicate License or Document	N/A	\$45	N/A	\$45
Duplicate Discharges	N/A	\$10	N/A	\$10

### PAYMENT INFORMATION

Checks, money orders, credit cards, and cash are accepted methods of payment. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document.

**Note:** Checks, money orders, credit cards, and cash are accepted methods of payment for user fees. However, you are encouraged to avoid cash payments. It is safer to carry credit cards, checks, and money orders and faster REC staffs to process. Checks or money orders must be payable to the U.S. Coast Guard with the Social Security Number printed on the front of the document. ***Cash payments should never be sent through the mail.***

## RENEWAL FOR CONTINUITY PURPOSES

If Renewing for “Continuity Purposes Only”, please sign and **return this page** with your application.

By signing this statement, you acknowledge that you are aware of the restriction to be placed on the renewed License and/or MMD, and of the requirements for rescinding the continuity endorsement (as explained in the previous paragraphs).

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Signature of Acknowledgement

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Date

**SAMPLE COMPANY LETTER**

**RANDOM DRUG TESTING PROGRAM**

<COMPANY LETTERHEAD>

<DATE>

U.S. Coast Guard  
Regional Examination Center  
<ADDRESS>  
<CITY>, <STATE> <ZIP>

Dear Sir,

Please be advised that <EMPLOYEE NAME> <SOCIAL SECURITY NUMBER> is employed by our company as a <POSITION>.

**During the previous 185 days, <EMPLOYEE NAME> has been subject to a random testing program required by Code of Federal Regulations, Title 46, Section 16, Part 230 for at least 60 days and did not fail or refuse to participate in a chemical test for dangerous drugs required by this part.**

*\*\* The above statement can be included as part of a sea service letter \*\**

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both (18 U.S.C. 1001).

I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 U.S.C. 1001).

<SIGNATURE BY AUTHORIZED COMPANY REPRESENTATIVE>

## SAMPLE COMPANY LETTER

### SEA SERVICE LETTER

<COMPANY LETTERHEAD>

<DATE>

U.S. Coast Guard  
Regional Examination Center  
<ADDRESS>  
<CITY>, <STATE> <ZIP>

Dear Sir,

Please be advised that <EMPLOYEE NAME> <SOCIAL SECURITY NUMBER> is employed by our company as a <POSITION>. The following is an accumulation of <EMPLOYEE NAME>'s seetime.

<u>Vessel Name</u>	<u>Official Number</u>	<u>Type</u>	<u>Tons</u>	<u>HP</u>	<u>Position</u>	<u>From</u>	<u>To</u>	<u>Days Underway</u>
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*\*\* SAMPLE FORMAT \*\**

Total Days Underway: <NUMBER OF DAYS>

The listed seetime consists of <8 OR 12> hour days underway on <WATERS (WESTERN RIVERS/INLAND/NEAR COASTAL/OCEANS>.

Whoever, in any matter within the jurisdiction of any department or agency of the United States knowingly and willfully falsifies, conceals, or covers up by any trick, scheme, or device a material fact, or makes any false, fictitious, or fraudulent statement or entry, shall be fined not more than \$10,000 or imprisoned for not more than 5 years or both (18 U.S.C. 1001).

I certify that this statement is true and correct to the best of my knowledge and is in accordance with the warning notice listed above (18 U.S.C. 1001).

<SIGNATURE BY AUTHORIZED COMPANY REPRESENTATIVE>



## SAMPLE ACKNOWLEDGEMENT OF RADAR REQUIREMENTS FORM



### U.S. COAST GUARD REGIONAL EXAMINATION CENTER

This is to acknowledge that I, \_\_\_\_\_ have been informed by the U.S. Coast Guard Regional Examination Center of the following: Each person in the required compliment of licensed deck officers, including the master on inspected vessels of 300 gross tons or over which are radar equipped, and each person licensed after 01 JUN 95 for employment or service as master, mate, or operator on board uninspected towing vessels of 8 meters (approximately 26 feet) or more in length, if radar equipped, shall hold a valid license with a valid endorsement as Radar Observer appropriate for the route of the vessel. I also have been informed that the manning requirements for radar observer are published in Code of Federal Regulations, Title 46, Part 15, Section 815.

\_\_\_\_\_  
<DATE>

\_\_\_\_\_  
<SIGNATURE OF APPLICANT>

\_\_\_\_\_  
<PRINTED NAME OF APPLICANT>

\_\_\_\_\_  
<SOCIAL SECURITY NUMBER>